

LIBRARY ASSISTANT I

NATURE OF WORK

This is entry-level paraprofessional library work providing circulation services.

Work involves responsibility for providing a variety of library circulation services. Work may include extensive public contact. Employees have limited independence of action in disposition of routine work matters and in handling complaints from the public. Work decisions are made in accordance with established policies and procedures. Work is evaluated by a supervisor based on reviews of daily assignments and projects including observation of performance and conferences.

EXAMPLES OF WORK PERFORMED

Applies on-line circulation system procedures to circulate and route library materials; performs checkouts, checkins, and renewals; does routine checkin and processing of newspapers and periodicals.

Assesses fines and fees; evaluates condition of materials at checkin; assesses damage fees.

Searches on-line catalog using basic search strategies; places holds for customers; produces on-line holds list; searches for materials in demand; retrieves periodicals requested by customers.

Searches on-line database for holdings and use counts; searches standard bibliographic sources such as Books in Print for purchasing information; assists with annual book sale preparations.

Types lists or labels for materials and performs other typing as needed.

Registers borrowers for library cards in accordance with library policies; gives brief introduction to the libraries; answers routine directional questions.

Performs shelf-reading to maintain orderly collection; searches for items on computer-generated lists.

Checks computational accuracy of statistical reports and media invoices.

Routes calls to appropriate departments after main switchboard closes.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of, and interest in, books and literature.

Some knowledge of library services to help customers use and understand library resources.

Some knowledge of the Dewey classification schedule.

Ability to deal with the general public in a tactful and courteous manner.

Ability to resolve routine circulation problems.

- Ability to establish and maintain effective working relationships with coworkers.
- Ability to adapt to periods of heavy public services demands.
- Ability to accurately perform arithmetical functions for checking invoices and handling fines and fees.
- Ability to communicate effectively both orally and in writing, in person and on the telephone.
- Ability to perform basic climbing, reaching and lifting in order to lift, move and retrieve materials.
- Ability to interpret rules, regulations and policies, and to make decisions in accordance with established precedent.
- Ability to organize work and follow through on assignments with attention to detail.
- Skill in accurately inputting data into computer terminal.
- Skill in the operation of equipment such as computer terminals, "centrex" telephone system, printers, photocopy machines, cash registers and other general office equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent with some college level course work and experience working in libraries.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and some experience in providing public service; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

4/75

Revised: 9/91

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